

Continuous Learning  
Staying Ahead of the  
Game!

Register-Now for Continuous  
Learning

***Demonstration***

CONTINUOUS LEARNING  
Staying Ahead of the Game!

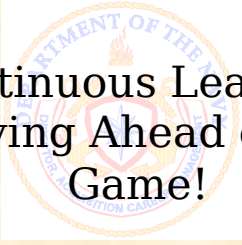
Continuous Learning  
Staying Ahead of the  
Game!

# What is Register-Now?

Register-Now is the Department of the Navy's Official Database that is used to track all Continuous Learning accomplishments.

It contains:

- Course Schedules
- Applications
- Training Histories
- Transcripts
- Evaluations etc.

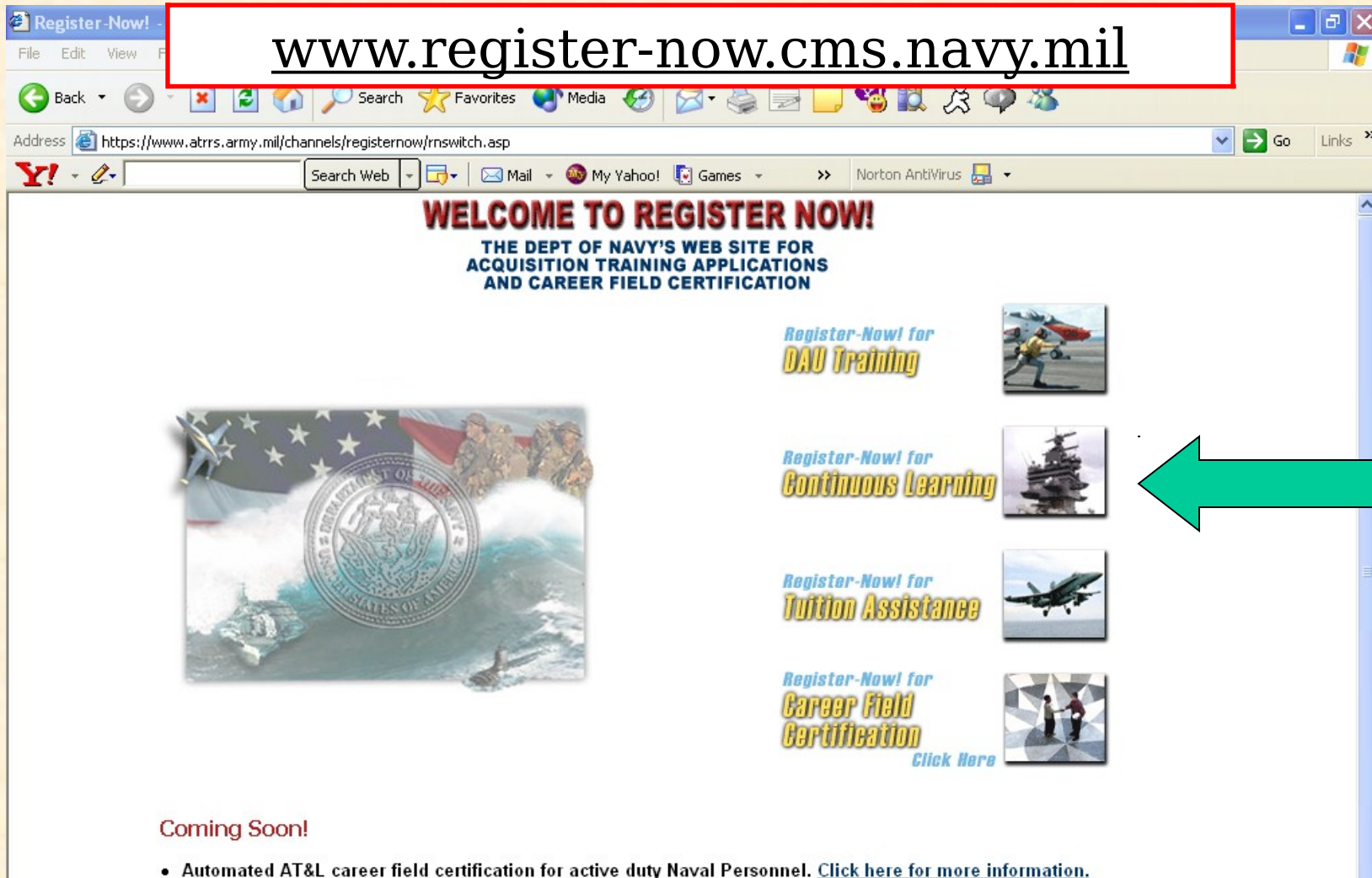


# In this Demo, you will learn how to:

- ❖ Update your profile
- ❖ Find and Register for CL-sponsored courses
- ❖ Request points for CL Events completed outside of Register-Now
- ❖ Utilize the cancellation, evaluation, and email functions
- ❖ Discover all the resources Register-Now

This is the web address for  
Register-Now

[www.register-  
now.cms.navy.mil](http://www.register-now.cms.navy.mil)



After you've clicked the Register-Now link or typed it into your Internet Explorer browser, this splash page will appear. To access the Continuous Learning side of Register-Now, click the "Register-Now for Continuous Learning" button.

# Updating Your Profile



The first thing you should do when you log on is make sure you have a complete and correct profile. Failure to fully complete your profile will delay your application process.

Norton Antivirus

Register-Now! for Continuous Learning Events

Main Menu

Student Menu

Update Profile

Find / Register for a CL Event

Status / Edit Applications

Request Cancellation

Status / Request CL Points

Event Evaluations

Resend Approval Request Email

CL Training History / Certificates

Logout

Breaking News

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Help

Frequently Asked Questions

Register Now! Demo

Contact CL Help Desk

Find Your Training Rep

DoD Point Guidelines

CL Policy Documents

Links

Register-Now! for DAU Training

Register-Now! for Acquisition Workforce Tuition Assistance



Register-Now! for Career Field Certification

Privacy and Security Notice

DoD Warning & Usage Statement

Restricted Access

Data on Demand



*Serving the DON Acquisition Workforce*

Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis.  
Please check back often.

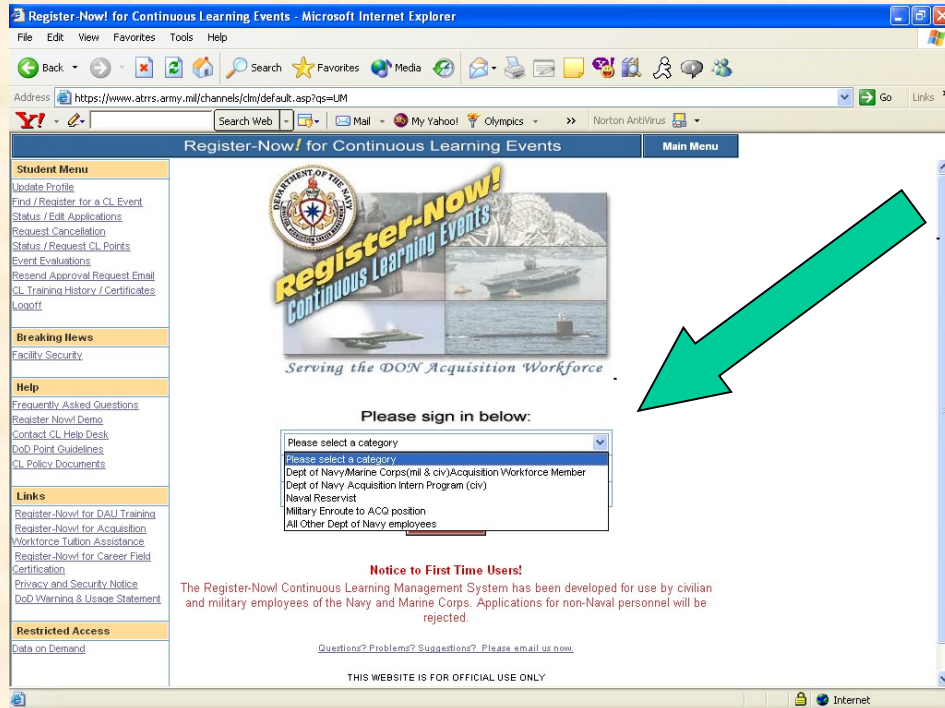
**The DON Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.** Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DACM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

**Who may use the Continuous Learning Management System?** Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

**Please note that travel and per diem costs associated with continuous learning events are not centrally funded.** Travel and per diem expenses must be funded by your local Command.

To log on to Register-Now, select a category from the drop down menu and enter your SSN and DOB.

Don't forget to select a drop down category!



Register-Now! for Continuous Learning Events - Microsoft Internet Explorer

Address: <https://www.atrrs.army.mil/channels/cdm/default.asp?qs=UM>

Register-Now! for Continuous Learning Events

**Student Menu**

- [Update Profile](#)
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**Breaking News**

[Facility Security](#)

**Help**

- [Frequently Asked Questions](#)
- [Register Now! Demo](#)
- [Contact CL Help Desk](#)
- [DoD Point Guidelines](#)
- [CL Policy Documents](#)

**Links**

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- [Register-Now! for Acquisition Workforce Tuition Assistance](#)
- [Register-Now! for Career Field Certification](#)
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- [DoD Warning & Usage Statement](#)

**Restricted Access**

[Data on Demand](#)

**Please sign in below:**

Please select a category

- Acquisition Workforce Member
- Dept of Navy/Marine Corps(mil & civ)Acquisition Workforce Member
- Dept of Navy Acquisition Intern Program (civ)
- Naval Reservist
- Military Enroute to ACO position
- All Other Dept of Navy employees

**Notice to First Time Users!**

The Register-Now! Continuous Learning Management System has been developed for use by civilian and military employees of the Navy and Marine Corps. Applications for non-Naval personnel will be rejected.

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY



Register-Now! for Continuous Learning Events - Microsoft Internet Explorer

Address: <https://www.atrrs.army.mil/channels/cdm/default.asp?qs=UM>

Register-Now! for Continuous Learning Events

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- [DoD Warning & Usage Statement](#)

**Restricted Access**

[Data on Demand](#)

**Please sign in below:**

Dept of Navy/Marine Corps(mil & civ)Acquisition Workforce Member

Social Security No:

Date Of Birth:

**Sign In!**

**Notice to First Time Users!**

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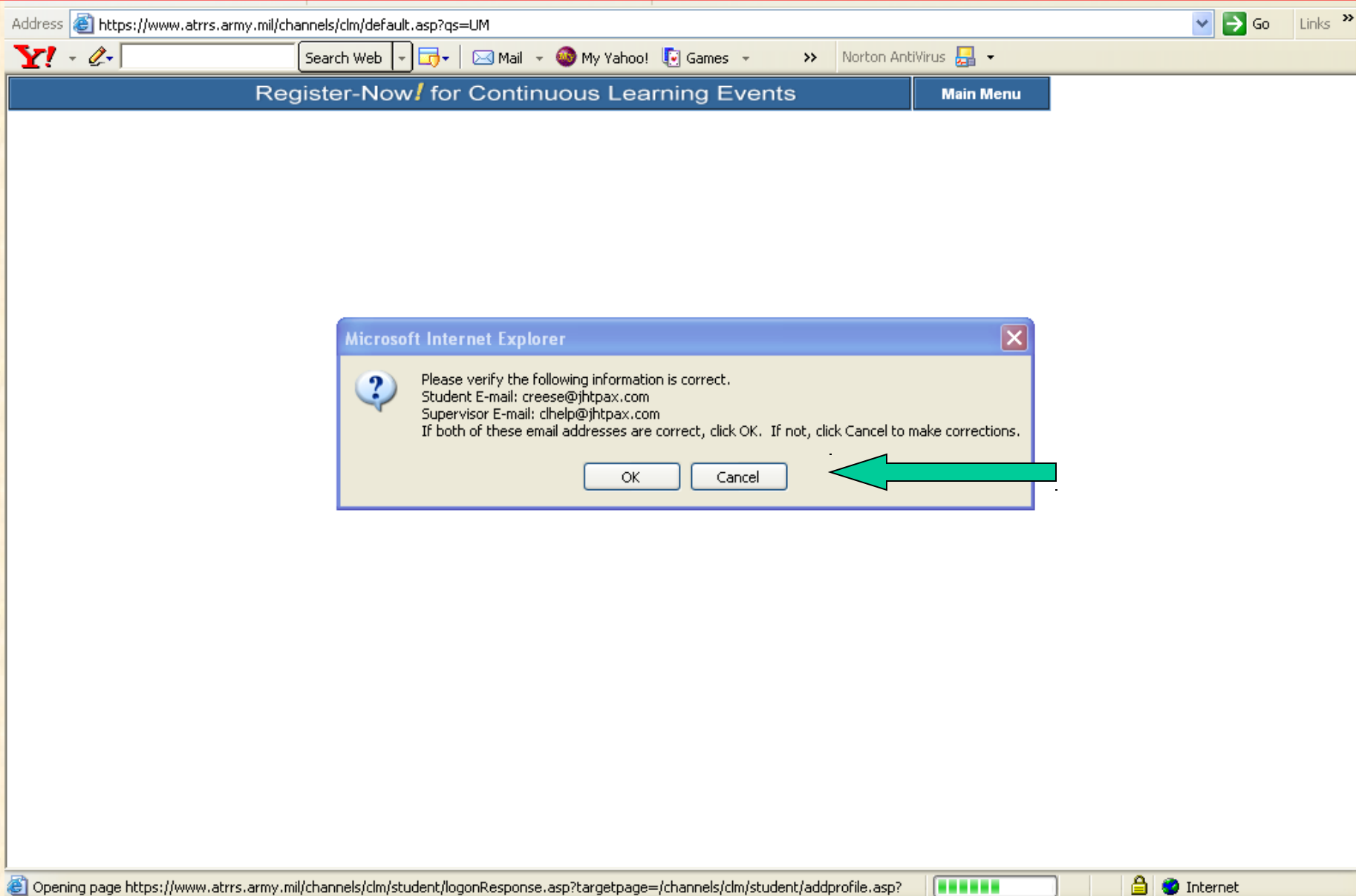
[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Enter your SSN and  
DOB



This screen asks you to verify your email address and your supervisor's email address. If they are correct, click OK. If they are not correct, click CANCEL to make corrections.



## This screen tells you your:

- Acquisition Workforce Status
- Certification Status
- if you've met the 80-Point Requirement
- and your CL Application Priority.

Click the **Continue** Button to proceed.

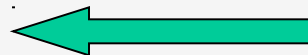
Your official personnel record indicates that you **ARE A DON ACQUISITION WORKFORCE MEMBER, NOT CERTIFIED** to the level required by your position. You may still request enrollment in continuous learning events, but your application will be assigned a priority level 2 and will not be processed sooner than 25 days prior to the start date of the event you requested. If you believe this information is incorrect, please follow the instructions below:

Our registration process is as follows.

Priority One students from the same command as the host command - immediate registration  
Priority One students from a different command than the host - 12 weeks before the course start date  
Priority Two students from any command - 6 weeks before the class start date  
Priority Three students from any command - 3 weeks before the class start date  
\* This does not include Basic Contracting Officer Representative (COR) Training or Contracting Officer's Representative (COR) Refresher.

If you believe this information is incorrect, please follow the instructions below:

Continue



**Navy Civilians:** Contact your local HRO/HRSC and ask to have your record updated/corrected as appropriate. Then, request a current Acquisition Career Brief (DCPDS report) and forward it to the DON Continuous Learning Registrar (Fax 240-725-0728) who will update your record in Register-Now.

**Navy Officers:** Contact Shirley Murphy, PERS446B1 ([filisa.murphy@navy.mil](mailto:filisa.murphy@navy.mil)) and ask to have your record updated/corrected as appropriate. If necessary, PERS446B1 will contact the DON Continuous Learning Registrar to update your record in Register-Now.

**Navy Enlisted:** Contact the office of the Director, Acquisition Career Management, Ms. Robyn Wiley, 703-614-3786, ([robyn.wiley@navy.mil](mailto:robyn.wiley@navy.mil)) to confirm your workforce/certification status. If appropriate, the DACM will contact the DON Continuous Learning Registrar who will update your record in Register-Now.



Internet

## **The CL Registrar will process applications based on the following timelines:**

- Priority One students from the same command as the host command - immediate registration
- Priority One students from a different command than the host - 12 weeks before the class start date
- Priority Two students from any command - 6 weeks before the class start date
- Priority Three students from any command - 3 weeks before the class start date

***Note: Beginning in FY05, Priority 3s will not be allowed to take Continuous Learning courses.***

\* This does not include Basic Contracting Officer Representative (COR) Training or Contracting Officer's Representative (COR) Refresher.

When filling out your profile, don't forget to fill in the Civilian Job Series and subUIC fields. These fields each have a list of hyper-linked values from which to choose. These fields are mandatory and failure to input this information correctly will cause Register-Now to purge the information you've already put into your profile and your data will be lost.

To access the list of valid Civilian Codes and SubUICs, click the underlined title and then click on the appropriate value to apply it to your profile.

The screenshot displays the 'Register-Now!' web application interface. On the left sidebar, there are sections for 'Breaking News', 'Help', 'Links', and 'Restricted Access'. Two green arrows point to the 'Help' and 'Links' sections. The main content area shows a form for 'Student Contact Information'. The form includes fields for 'Organization' (set to 'NAVSUP'), 'Duty Location UIC' (set to '00391'), 'SubUIC' (set to 'NAVICP Philadelphia'), 'Duty Address' (set to 'JHT INCORPORATED-CL REGISTR'), 'City' (set to 'CALIFORNIA'), 'State' (set to 'MD'), 'ZIP Code' (set to '20619'), 'Country' (set to 'UNITED STATES'), 'Phone' (set to '240 - 725 - 0727'), and 'Fax' (set to '240 - 725 - 0728'). There is also a field for 'Email' and a checkbox for 'DoD Point Guidelines'. A red banner at the top of the form area states: 'If you are a civilian employee of the Dept. of the Navy or the Marine Corps, please click on the "Civilian Job Series" link below to bring up a list of valid Job Series from which to choose. Civilian Job Series: 0510'. A red banner at the bottom of the form area states: 'Important: Since Register-Now! uses email to notify students, ensure you enter your correct email address.'

# Find/Register for a CL Event



This link allows you to find and register for CL-sponsored events. There is no cost for tuition, but your command is responsible for all travel and per diem.

Register-Now! for Continuous Learning Events

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Restricted Access

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*Serving the DON Acquisition Workforce*

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**Please note that travel and per diem costs associated with continuous learning events are not centrally funded.** Travel and per diem expenses must be funded by your local Command.

On this page, you can use the search criteria to bring up courses by type (training, conferences etc.), by location, course title, and dates. To view all available courses, leave search criteria blank and click Search Catalog.

Register-Now! for Continuous Learning Events		Main Menu
<b>Student Menu</b>		
<a href="#">Update Profile</a> <a href="#">Find / Register for a CL Event</a> <a href="#">Status / Edit Applications</a> <a href="#">Request Cancellation</a> <a href="#">Status / Request CL Points</a> <a href="#">Event Evaluations</a> <a href="#">Resend Approval Request Email</a> <a href="#">CL Training History / Certificates</a> <a href="#">Logoff</a>		
<b>Breaking News</b>		
<a href="#">Facility Security</a>		
<b>Help</b>		
<a href="#">Frequently Asked Questions</a> <a href="#">Register Now! Demo</a> <a href="#">Contact CL Help Desk</a> <a href="#">Find Your Training Rep</a> <a href="#">DoD Point Guidelines</a> <a href="#">CL Policy Documents</a>		
<b>Links</b>		
<a href="#">Register-Now! for DAU Training</a> <a href="#">Register-Now! for Acquisition</a> <a href="#">Workforce Tuition Assistance</a> <a href="#">Register-Now! for Career Field Certification</a> <a href="#">Privacy and Security Notice</a> <a href="#">DoD Warning &amp; Usage Statement</a>		
<b>Restricted Access</b>		
<a href="#">Data on Demand</a>		
<b>Find A Continuous Learning Event</b>		
Please browse our catalog using one or both of the search tools below. When you have selected your criteria, click the "Search Catalog" button on the bottom of the page. To view the entire catalog, leave all search criteria blank.		
<b>Catalog Search</b>	<b>Advanced Options</b>	
To view available Continuous Learning events, choose <b>one</b> or <b>more</b> of the following categories below:	To narrow down your search, choose any <b>one</b> or <b>more</b> of the following options:	
<input type="checkbox"/> <b>Training (Functional or Technical):</b> Training designed to help you stay current in your acquisition functional area, acquisition reform subjects, and other emerging acquisition policy areas. Examples: Best Value, Federal Appropriation Law, Performance Based Contracting.	<b>Location:</b> <input type="text"/> And/Or	
<input type="checkbox"/> <b>Training (Management, Supervisory or Leadership):</b> Professional development courses designed to provide the knowledge and skills essential to effective performance in Federal supervisory, managerial and executive positions. Examples: Developing Customer-Focused Organizations, Leading Organizational Change, Seven Habits of Highly Effective People.	<input type="checkbox"/> <b>Web Based Events</b> And/Or	
<input type="checkbox"/> <b>Conference:</b> Conferences that enable you to stay current in your functional or technical discipline or acquisition reform. Example: DON Procurement Conference	<b>Event:</b> (course name, conference, etc.) <input type="text"/> And/Or	
<input type="checkbox"/> <b>Professional Activities:</b> Events sponsored by professional societies and associations that enable you to stay current in your functional or technical discipline or acquisition reform.	<b>Date Range:</b> (inclusive) Between <input type="text"/> <input type="text"/> <input type="text"/> And <input type="text"/> <input type="text"/> <input type="text"/>	

Done Internet

As an example, we will search and apply for a Seven Habits course. Select the Event title and leave all other search criteria blank. Click Search Catalog.

Address <https://www.atrrs.army.mil/channels/clm/default.asp?qs=UM>

### Register-Now! for Continuous Learning

#### Find A Continuous Learning Event

Please browse our catalog using one or both of the following criteria. When you have selected your criteria, click the "Search" button. To view the entire catalog, leave all search criteria blank.

**Catalog Search**

To view available Continuous Learning events, choose **one** or **more** of the following categories below:

- ☐ **Training (Functional or Technical):** Training designed to help you stay current in your acquisition functional area, acquisition reform subjects, and other emerging acquisition policy areas. Examples: Best Value, Federal Appropriation Law, Performance Based Contracting.
- ☐ **Training (Management, Supervisory or Leadership):** Professional development courses designed to provide the knowledge and skills essential to effective performance in Federal supervisory, managerial and executive positions. Examples: Developing Customer-Focused Organizations, Leading Organizational Change, Seven Habits of Highly Effective People.
- ☐ **Conference:** Conferences that enable you to stay current in your functional or technical discipline or acquisition reform. Example: DON Procurement Conference.
- ☐ **Professional Activities:** Events sponsored by professional societies and associations that enable you to stay current in your functional or technical discipline or acquisition reform.

**Advanced Source Selection**

- Alternative Dispute Resolution
- An Introduction to Leading Organization Change
- Basic Contracting Officers Representative Training
- Basic Negotiation Strategies
- Best Value Basics
- Configuration Management for New Acq. Env.
- Contract Closeout
- Contracting Officer Representative (COR) Refresher
- Earned Value
- Engineering of Systems for Navy Interoperability
- Federal Appropriations Law
- Fleet Modernization Program (FMP) Overview
- Government Contract Law for Program Managers
- Incentive Contracting
- Integrated Logistics Support for Today's Environment
- Intro to Earned Value Mgmt at NGNN
- Market Research
- Modeling & Simulation for Acquisition Professional
- Network Centric Warfare Overview
- Performance Based Service Acquisition
- Performance Based Statement of Work
- Project Management (Advanced)
- Project Management (Basic)
- Project Risk Analysis and Management
- Seven Habits of Highly Effective People**
- Small Business Program and Required Sources
- Writing Better Performance Statements of Work

And/Or

**Date Range:** (inclusive)

Between

And

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**Breaking News**

- [Facility Security](#)

**Help**

- [Frequently Asked Questions](#)
- [Register Now! Demo](#)
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**Links**

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**Restricted Access**

- [Data on Demand](#)

Done Internet

A short description appears and at the bottom is a link to view the schedule for this course. Click the link to view the schedule.

The screenshot shows a web browser window with the address bar displaying <https://www.atrrs.army.mil/channels/clm/default.asp?qs=UM>. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, and Search, along with a search bar and various utility icons. The page header features a blue banner with the text "Register-Now! for Continuous Learning Events" and a "Main Menu" button.

On the left side, there is a "Student Menu" with links for "Update Profile", "Find / Register for a CL Event", "Status / Edit Applications", "Request Cancellation", "Status / Request CL Points", "Event Evaluations", "Resend Approval Request Email", "CL Training History / Certificates", and "Logoff". Below this is a "Breaking News" section with a link for "Facility Security". A "Help" section follows, containing links for "Frequently Asked Questions", "Register Now! Demo", "Contact CL Help Desk", "Find Your Training Rep", "DoD Point Guidelines", and "CL Policy Documents". A "Links" section at the bottom of the left sidebar includes links for "Register-Now! for DAU Training", "Register-Now! for Acquisition Workforce Tuition Assistance", "Register-Now! for Career Field Certification", "Privacy and Security Notice", and "DoD Warning & Usage Statement". A "Restricted Access" section at the very bottom of the sidebar has a link for "Data on Demand".

The main content area is titled "Continuous Learning events". Below the title, a red text message states: "The following events matched your search". A red italicized note follows: "Please be sure to check the catalog on a regular basis! New Continuous Learning events, locations and dates will be added throughout the fiscal year."

The featured event is titled "Seven Habits of Highly Effective People". It includes the following details:

- Event Type:** Training (Management, Supervisory or Leadership)
- Target Audience:**
- URL:** <http://>
- CL Points:** 24
- Description:** This workshop is intended to help boost the effectiveness of individual employees. The principles learned in the 7 habits empower an individual to change the way they approach their job and relationships, and to see problems as opportunities.
- Remarks:** As a participant you will be receiving an email from [profiles@franklincovey.com](mailto:profiles@franklincovey.com) with the subject line of "360 Degree Online Access." This email is access to your online account, which will allow you to administer your own 360 Degree assessment. Keep this email so that you can regain access to your account, track your survey status, and ensure that all surveys are completed prior to the deadline. To successfully administer your assessment complete the following steps:
  - Select your feedback team (raters) to participate in this process.
  - Notify each member of your feedback team that they will receive an email from [profiles@franklincovey.com](mailto:profiles@franklincovey.com) with your survey information so they do not delete the email.
  - Verify that the email addresses of your feedback team are valid.
  - Access your account and follow the directions to set up your feedback team and complete your self-survey.
  - Ensure that you and your feedback team submit your surveys prior to the deadline date. We look

At the bottom of the event description, a yellow banner contains the link "Click HERE to view schedule (18 scheduled)". A large green arrow points to this link. Below the banner, a text link reads "Questions? Problems? Suggestions? Please email us now." At the very bottom of the page, a footer states "THIS WEBSITE IS FOR OFFICIAL USE ONLY". The browser's status bar at the bottom shows "Internet".

This is the course schedule screen. To fill out an application, click on the hyper-linked location of the offering for which you would like to attend.

Register-Now! for Continuous Learning Events Main Menu

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**Event Schedule for Seven Habits of Highly Effective People**

Click on the location name to submit an application for that location.

**Important Note:** When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

Location	City, State	Start Date	End Date	Available	Waits
<a href="#">Philadelphia, PA (NAVSUP)</a>	Philadelphia, PA	17 Aug 2004 08:00	19 Aug 2004 16:00	1	18
<a href="#">Port Hueneme, CA (NAVSEA)</a>	Port Hueneme, CA	24 Aug 2004 08:00	26 Aug 2004 16:00	1	40
<a href="#">Newport, RI (NAVSEA)</a>	Newport, RI	21 Sep 2004 08:00	23 Sep 2004 16:00	0	9
<a href="#">Waldorf, MD (NAVSEA)</a>	Waldorf, MD	02 Nov 2004 08:00	04 Nov 2004 16:00	17	0
<a href="#">King George, VA (NAVSEA)</a>	King George, VA	16 Nov 2004 08:00	18 Nov 2004 16:00	22	0
<a href="#">San Diego, CA (SPAWAR)</a>	San Diego, CA	08 Feb 2005 08:00	10 Feb 2005 16:00	21	0
<a href="#">Silverdale, WA (NAVFAV)</a>	Silverdale, WA	01 Mar 2005 08:00	03 Mar 2005 16:00	24	0
<a href="#">Patuxent River, MD (NAVFAV)</a>	Patuxent River, MD	08 Mar 2005 08:00	10 Mar 2005 16:00	14	0
<a href="#">Virginia Beach, VA (NAVSEA)</a>	Virginia Beach, VA	15 Mar 2005 08:00	17 Mar 2005 16:00	23	0
<a href="#">Arlington, VA (ONR)</a>	Arlington, VA	19 Apr 2005 08:00	21 Apr 2005 16:00	24	0
<a href="#">Port Hueneme, CA (NAVSEA)</a>	Port Hueneme, CA	03 May 2005 08:00	05 May 2005 16:00	24	0
<a href="#">China Lake, CA (NAVFAV)</a>	China Lake, CA	17 May 2005 08:00	19 May 2005 16:00	22	0
<a href="#">Patuxent River, MD (NAVFAV)</a>	Patuxent River, MD	07 Jun 2005 08:00	09 Jun 2005 16:00	24	0
<a href="#">Patuxent River, MD (NAVFAV)</a>	Patuxent River, MD	12 Jul 2005 08:00	14 Jul 2005 16:00	23	0
<a href="#">Dahlgren, VA (NAVSEA)</a>	Dahlgren, VA	19 Jul 2005 08:00	21 Jul 2005 16:00	24	0
<a href="#">Point Mugu, CA (NAVFAV)</a>	Point Mugu, CA	09 Aug 2005 08:00			
<a href="#">Orlando, FL (NAVFAV)</a>	Orlando, FL	30 Aug 2005 08:00			
<a href="#">Cherry Point, NC (NAVFAV)</a>	Cherry Point, NC	13 Sep 2005 08:00			

[New Search](#) | [Back to Search Results](#)

<https://www.atrrs.army.mil/channels/clm/registration/activityList.asp?activityid=1003&adctyloc=&adstloc=&acti>

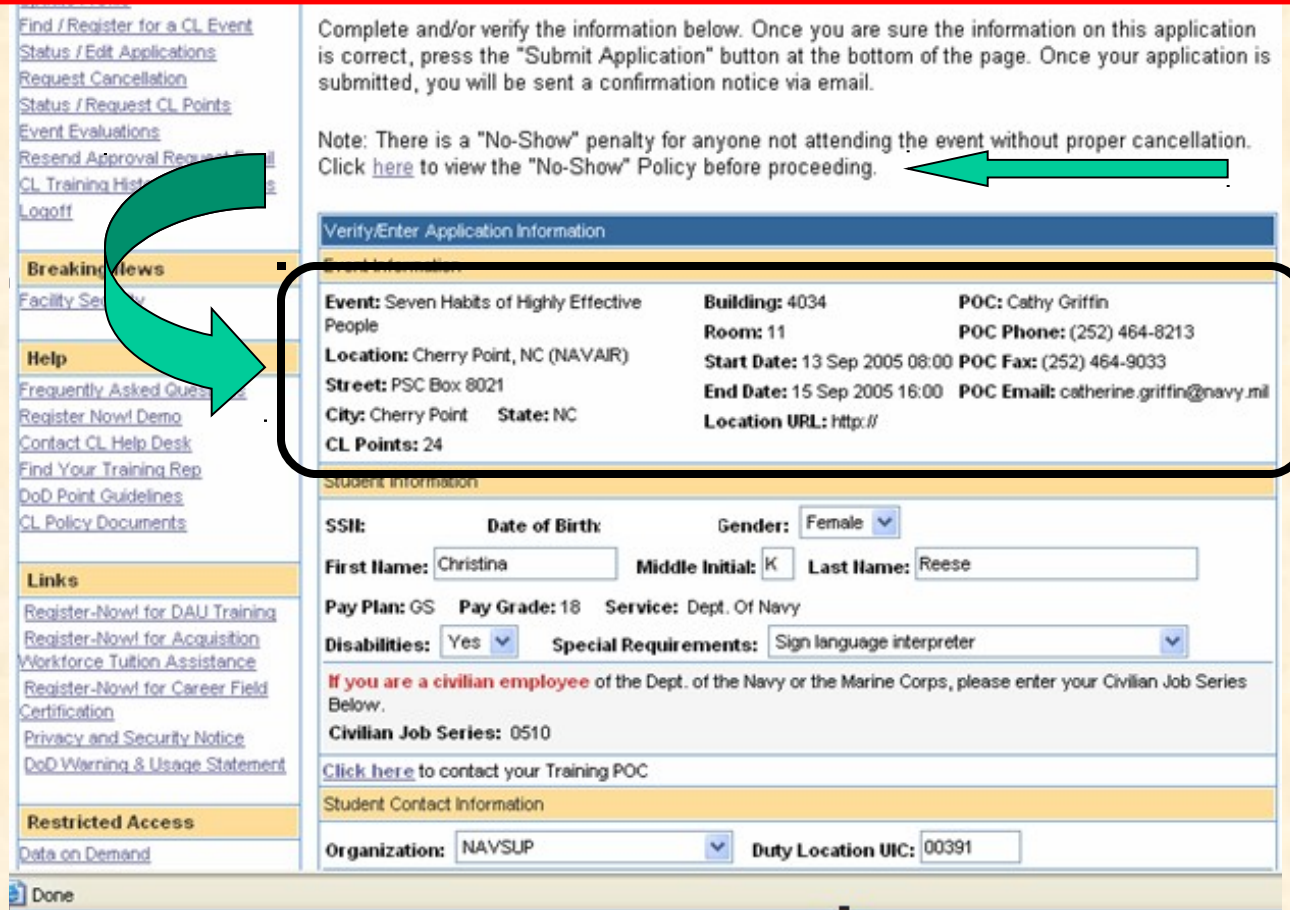
Note the availability section. This will help to determine the best offering for which you should apply so you'll have a better chance of obtaining a reservation.

You obviously wouldn't want to register for an offering that has a large wait list.



This is the first part of the application. It contains the course POC contact information, course location and start times, as well as an information link to the No Show Policy.

You can add comments at the bottom of the application if you wish and when you are finished, hit SUBMIT. Once your supervisor approves your request, your application will be sent to the registrar for processing.



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Complete and/or verify the information below. Once you are sure the information on this application is correct, press the "Submit Application" button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.

Note: There is a "No-Show" penalty for anyone not attending the event without proper cancellation. Click [here](#) to view the "No-Show" Policy before proceeding.

Verify/Enter Application Information

Event Information

<b>Event:</b> Seven Habits of Highly Effective People	<b>Building:</b> 4034	<b>POC:</b> Cathy Griffin
<b>Location:</b> Cherry Point, NC (NAVAIR)	<b>Room:</b> 11	<b>POC Phone:</b> (252) 464-8213
<b>Street:</b> PSC Box 8021	<b>Start Date:</b> 13 Sep 2005 08:00	<b>POC Fax:</b> (252) 464-9033
<b>City:</b> Cherry Point <b>State:</b> NC	<b>End Date:</b> 15 Sep 2005 16:00	<b>POC Email:</b> catherine.griffin@navy.mil
<b>CL Points:</b> 24	<b>Location URL:</b> <a href="#">http://</a>	

Student Information

SSIt: **Date of Birth:** **Gender:** Female   
**First Name:** Christina **Middle Initial:** K **Last Name:** Reese  
**Pay Plan:** GS **Pay Grade:** 18 **Service:** Dept. Of Navy  
**Disabilities:** Yes  **Special Requirements:** Sign language interpreter   
**If you are a civilian employee** of the Dept. of the Navy or the Marine Corps, please enter your Civilian Job Series Below.  
**Civilian Job Series:** 0510  
[Click here](#) to contact your Training POC

Student Contact Information

**Organization:** NAVSUP  **Duty Location UIC:** 00391

# Status/Edit Applications

This link allows you to check the status of your applications (i.e.: supervisor pending, registrar pending, reservation, cancelled etc.)

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**Please note that travel and per diem costs associated with continuous learning events are not centrally funded.** Travel and per diem expenses must be funded by your local Command.

# This is a sample Status/Edit Applications screen.

Click on the location name to review / edit that application. Applications that have been processed by the Registrar will not be editable. If you wish to delete a pending application, click on the **black X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **red C** next to the event name.

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*Please be advised that failure to cancel a training application more than 21 calendar days prior to the start date of this event may result in your Command being billed for the cost of your tuition.*

Pending Applications					
	Event	Location	Status	Date Applied	Start Date
<b>X</b>	Writing Better Performance Statements of Work	<a href="#">Cherry Point, NC (NAVIAIR)</a>	Supervisor Pending	18 Aug 2004 14:02	16 Aug 2005 08:00

Previous Applications					
	Event	Location	Status	Approval Date	Start Date
	Basic Negotiation Strategies	<a href="#">Washington Navy Yard (NAVSEA)</a>	Cancelled	23 Feb 2004 14:32	02 Mar 2004 08:00
	Small Business Program and Required Sources	<a href="http://smallbusiness.nfact.navy.mil">http://smallbusiness.nfact.navy.mil</a>	Event Ended	25 Mar 2004 10:54	05 Apr 2004
<b>C</b>	Advanced Source Selection	<a href="#">Keyport, WA (NAVSEA)</a>	Reservation	18 Aug 2004 14:14	21 Jun 2005 08:00
	Alternative Dispute Resolution	<a href="#">Patuxent River, MD (NAVIAIR)</a>	Event Ended	25 Mar 2004 10:57	30 Mar 2004 08:00
	Seven Habits of Highly Effective People	<a href="#">Jacksonville, FL (NAVFAAC)</a>	Supervisor Disapproved	02 Jan 2004 07:35	15 Jun 2004
	Seven Habits of Highly Effective People	<a href="#">Newport, RI (NAVSEA)</a>	Supervisor Disapproved	05 Dec 2003 07:54	21 Sep 2004 08:00
	Seven Habits of Highly Effective People	<a href="#">Cherry Point, NC (NAVIAIR)</a>	Cancelled	30 Jul 2004 11:18	13 Sep 2005 08:00
	FY03 Acq Training	<a href="#">Southern MD Higher Education Center, California MD</a>	Event Ended	16 Dec 2002 13:26	25 Mar 2003 07:30

# Request Cancellation



This link allows you to request cancellation of an application or point request.

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**Please note that travel and per diem costs associated with continuous learning events are not centrally funded.** Travel and per diem expenses must be funded by your local Command.

If you wish to cancel or delete an application, click the “Cancel Training Application” button.

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**Cancellation Options**

To continue, please choose one of the options below.

*All cancellations must be submitted according to policy and must be done electronically via Register-Now. To view this cancellation policy, go to the "CL Policy Documents" located under the Help Menu.*

**Cancel Training Application** **Continue**

**Cancel Continuous Learning Points** **Continue**

[Questions? Problems? Suggestions? Please email us now.](#)

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If an application is still pending supervisor action, you can click the **black X** to delete it. If it's already been processed by your supervisor, click the **red C** to send a cancellation request to the CL Registrar.

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Student Applications


Click on the location name to review / edit that application. Applications that have been processed by the Registrar will not be editable. If you wish to delete a pending application, click on the **X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **C** next to the event name.

*Please be advised that failure to cancel a training application more than 21 calendar days prior to the start date of this event may result in your Command being billed for the cost of your tuition.*

Pending Applications					
	Event	Location	Status	Date Applied	Start Date
<b>X</b>	Writing Better Performance Statements of Work	<a href="#">Cherry Point, NC (NAVAIR)</a>	Supervisor Pending	18 Aug 2004 14:02	16 Aug 2005 08:00

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	FY03 Acq Training	<a href="#">Southern MD Higher Education Center, California MD</a>	Event Ended	16 Dec 2002 13:26	25 Mar 2003 07:30

# Note! A cancellation is not complete until it is processed by the CL Registrar.

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Cancellation Request

Please provide a detailed explanation for cancelling the following application and press the "Continue" button at the bottom of the page. Your explanation will be forwarded to the Registrar for approval. Note that you are not officially cancelled until the Registrar has approved your request. You will be notified by email when this occurs.

*Please be advised that failure to cancel more than 21 working days prior to the start date of this event may result in your Command being billed for the cost of your tuition.*

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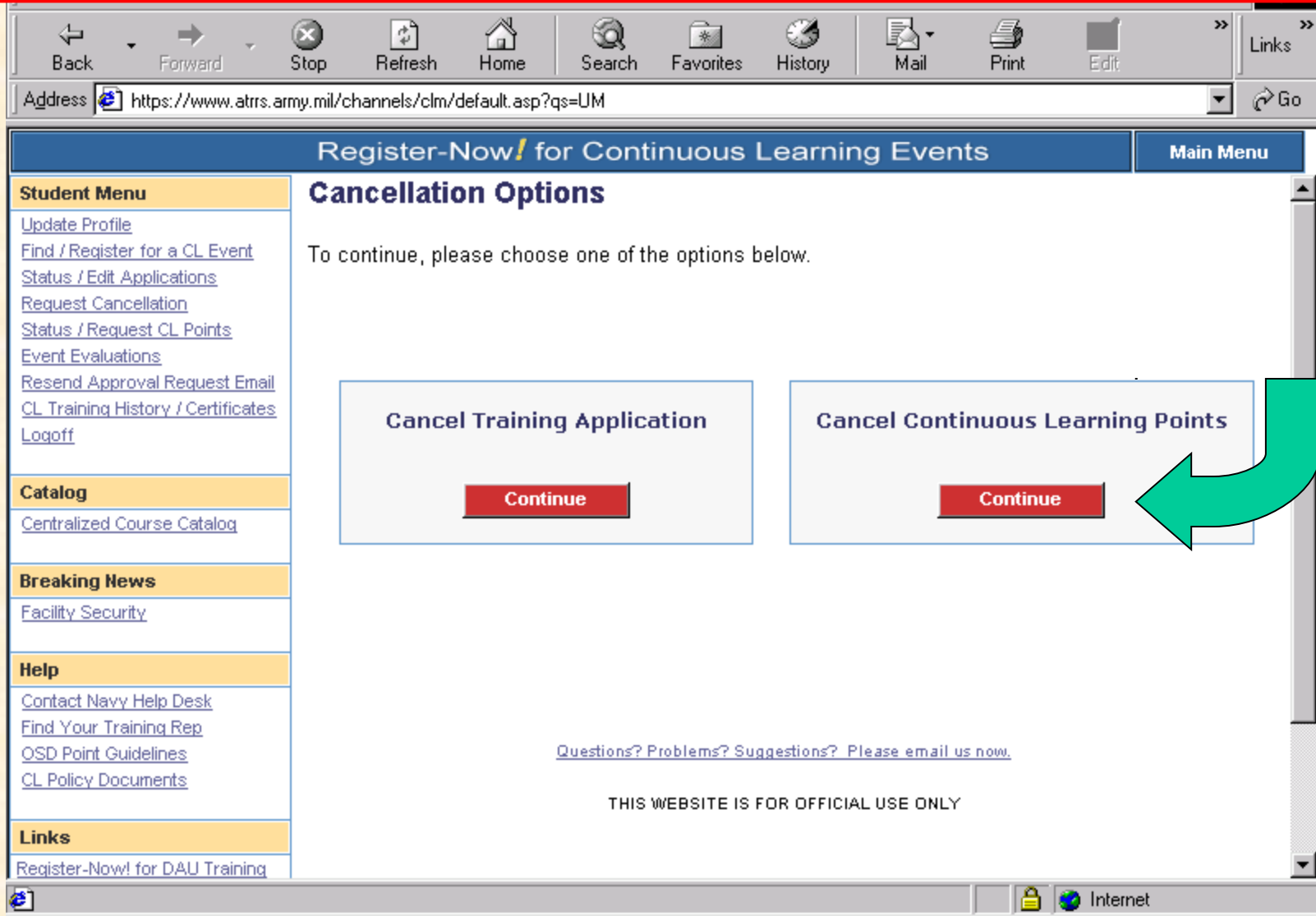
Event	Location	CL Points	Status	Start Date
Advanced Source Selection	Keyport, WA (NAVSEA)	24	Reservation	6/21/2005 8:00:00 AM

Enter your reason for cancelling this application

Cancellation requests should be filled out at least 21 calendar days in advance. Enter your reason and click Continue.

Continue

If you wish to cancel or delete a point request, click the “Cancel Continuous Learning Points” button.





If a point request is still pending supervisor action, you can click the **black X** to delete it. If it's already been processed by your supervisor, click the **red C** to send a cancellation request to your supervisor of record.

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Requests for Continuous Learning Points

[Click Here](#) to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the **X** next to the event name. If you wish to cancel CL points already awarded, click on the **C** next to the event name.

Point Requests Pending Supervisor Approval					
	Event	Event Type	Points Requested	Request Type	Date Requested
<b>X</b>	<a href="#">Test for DoD point guidelines</a>	Experiential	4	Approval	24 Feb 2004 07:27

Point Requests Processed by Supervisor				
	Event	Event Type	Status	Points Awarded
<b>C</b>	<a href="#">testing auto certificate function</a>	Academic	Approved	80
<b>C</b>	<a href="#">Test DTL 181</a>	Professional Activities	Approved	4
<b>C</b>	<a href="#">dtl 265 test</a>	Experiential	Approved	4
<b>C</b>	<a href="#">Testing</a>	Experiential	Approved	22
<b>C</b>	<a href="#">test</a>	Experiential	Approved	1
	<a href="#">SCR 42</a>	Experiential	Cancelled	22
	<a href="#">SCR 142</a>	Experiential	Disapproved	0

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Status/Request CL Points

This link allows you to request points for events you have completed outside of Register-Now.

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**Register-Now!**  
Continuous Learning Events

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# This is what Priority THREE students will see



**Workforce.** Your official personnel record indicates that you are not an Acquisition Workforce member. Accordingly, you may not request that CL points be added to your record. If you believe this information is incorrect, please follow the instructions below:


**Navy Civilians:** Contact your local HRO/HRSC and ask to have your record updated/corrected as appropriate. Then, request a current Acquisition Career Brief (DCPS report) and forward it to the DON Continuous Learning Registrar (Fax 240-725-0728) who will update your record in Register-Now.








**Marine Corps Civilians:** Coordinate corrections to your acquisition records through the Acquisition Workforce Development Office at Marine Corps Systems Command (MCSC), [griffinjl@mcsc.usmc.mil](mailto:griffinjl@mcsc.usmc.mil) or 703-784-0363, DSN 278.

**Navy Officers:** Contact PERS 446B1 ([p446b1@persnet.navy.mil](mailto:p446b1@persnet.navy.mil)) and ask to have your record updated/corrected as appropriate. If necessary, PERS-446 will contact the DON Continuous Learning Registrar to update your record in Register-Now.

# This is what Priority ONE and TWO students will see

Click [Here](#) to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the  next to the event name. If you wish to cancel CL points already awarded, click on the  next to the event name.

Event	Event Type	Points Requested	Request Type	Date Requested
 Test for DoD point guidelines	Experiential	4	Approval	24 Feb 2004 07:27

Event	Event Type	Status	Points Awarded
 testing auto certificate function	Academic	Approved	80
 Test DTL 181	Professional Activities	Approved	4
 dl 285 test	Experiential	Approved	4
 Testing	Experiential	Approved	22
 test	Experiential	Approved	1
 SCR 42	Experiential	Cancelled	22
 SCR 142	Experiential	Disapproved	0

Questions? Problems? Suggestions? Please email us now.

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## ***Note: Beginning in FY05, Priority 3s will not be allowed to take Continuous Learning courses.***

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[Click Here](#) to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the **X** next to the event name. If you wish to cancel CL points already awarded, click on the **C** next to the event name.

	Event	Event Type	Status	Points Awarded
C	<a href="#">testing auto certificate function</a>	Academic	Approved	80
C	<a href="#">Test DTL 181</a>	Professional Activities	Approved	4
C	<a href="#">dtl 265 test</a>	Experiential	Approved	4
C	<a href="#">Testing</a>	Experiential	Approved	22
C	<a href="#">test</a>	Experiential	Approved	1
	<a href="#">SCR 42</a>	Experiential	Cancelled	22
	<a href="#">SCR 142</a>	Experiential	Disapproved	0

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Fill out your point request application and click the Submit Request button.

Please note that you cannot request points for the future.

Point requests should be filled out for any event taken outside of Register-Now.

<a href="#">Update Profile</a> <a href="#">Find / Register for a CL Event</a> <a href="#">Status / Edit Applications</a> <a href="#">Request Cancellation</a> <a href="#">Status / Request CL Points</a> <a href="#">Event Evaluations</a> <a href="#">Resend Approval Request Email</a> <a href="#">CL Training History / Certificates</a> <a href="#">Logout</a>	Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.
<b>Breaking News</b>	<i>You should not request approval of points earned by attending events you registered for using Register-Now! This includes courses offered by the Defense Acquisition University (DAU) as well as college courses funded through the AWTAP. The points you earned in those events were approved during the registration process and are automatically added to your official record in Register-Now! (www.dau.mil is different than Register-Now for DAU and the two are not linked so you should request points for events taken on www.dau.mil.) To review your current point status, click on "Review CL Training History/Certificates" on the Student Menu.</i>
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<a href="#">Data on Demand</a>	

Event Information	
Name of CL Event	<input type="text"/>
Event Description (1000 character limit)	<div><div></div><div></div></div>
Event Type	<div><div></div><div></div></div>
Start Date	<div><div></div><div></div><div></div></div>
End Date	<div><div></div><div></div><div></div></div>
Number of Points Requested	<input type="text"/>
Comments (1000 character limit)	<div><div></div><div></div></div>
Student Information	

# Event Evaluations

When you have completed an event, the roster is sent to the CL Registrar within 7 calendar days. When you are graduated in the system, you will receive an email prompting you to fill out the online evaluation. Here is where you go to complete the evaluation.

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If you have a pending evaluation, this is what the screen will look like. Click the Event Name to open the evaluation.

Norton AntiVirus 

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**Register-Now! for Continuous Learning Events**  
**Pending Event Evaluations**

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Click on the event name to review / complete the evaluation for that event. Once your evaluation is received, the continuous learning points for this event will be added to your continuous learning training history in Register-Now. You will also receive an email with your completion certificate for this event attached.

Evaluations for recently completed events may not appear. Don't be concerned. As soon as the event roster is received and your graduation status is entered into Register-Now, you will be notified and asked to log on and complete your evaluation.

Pending Evaluations			
Event	Location	Start Date	End Date
<a href="#">Small Business Program and Required Sources</a>	<a href="http://smallbusiness.nfact.navy.mil">http://smallbusiness.nfact.navy.mil</a>	8/2/2004	10/1/2004

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY



Resend Approval Request  
Email



Use this link to resend any applications or point requests that are pending supervisor approval. If the supervisor did not receive the original email request or lost it, re-type their email address and check the box(s) for the application(s) you wish to resend. Note: Supervisors are required to process all applications within 30 calendar days or the application will be deleted.

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Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis.  
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## Resend Approval Request Email

To resend an application or point request to your supervisor, verify that the email address shown is correct, click on the box next to the notification(s) you would like to resend, and press the 'Resend Notification(s)' button.

**Approving Official Email**

Please verify your supervisor's email address is correct, and if necessary make any changes below.

**Send Student Notification**

Place a check in the box below if you would like a copy of the student notification sent to you.

☐ **Send student notification**

**Applications pending supervisor approval**

Event	Location	Request Type	Date Applied	Days Pending
<input checked="" type="checkbox"/> Writing Better Performance Statements of Work	Cherry Point, NC (NAVAIR)	Training	18 Aug 2004 14:02	0

**Point Requests pending supervisor approval**

Event	Event Type	Request Type	Points Requested	Date Requested	Days Pending
<input type="checkbox"/> Test for DoD point guidelines	Experiential	Training	4	24 Feb 2004 07:27	176

Resend pending applications or point requests by checking the box(s) to the left of the Event Title and clicking the Resend Notifications button.

If your supervisor has changed or is not in the office to process your applications, you can use the Update Profile link to reflect your new or acting supervisor's email address. When you do this, you can resend any pending applications to the new supervisor of record.

# CL Training History/Certificates

You can use this link to view points earned and needed for your current two year cycle as well as get certificates and transcripts.

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*Serving the DON Acquisition Workforce*

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### Continuous Learning Training History

[Click here](#) to display the instructions for this page.

**Continuous Learning Training History for:** BODEN, CHRISTINA ww

**Current Continuous Learning Two Year Period Ends:** 10/1/2004

**Total Points Earned for Current Two Year Period:** 174.0

[Click here to receive a copy of your most current Continuous Learning Certificate via email.](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#)

### CL Events Scheduled for the Current Two Year Period

Event Name	Status	Points	Start Date	End Date
Alternative Dispute Resolution	Reservation	16	3/30/2004 8:00:00 AM	3/31/2004 4:00:00 PM

### CL Events Completed for the Current Two Year Period

Event Name	Points	Eval. Completed	Start Date	End Date
dtl 265 test	4	N/A	8/7/2003	8/7/2003
FY03 Acq Training Representatives Conference	24	Y	3/25/2003 7:30:00 AM	3/27/2003 4:00:00 PM
FY04 Acquisition Training Rep Conference	24	Y	3/16/2004 8:00:00 AM	3/18/2004 4:30:00 PM
Small Business Program and Required Sources	15	Y	4/5/2004	5/17/2004 1:04:58 PM
test	1	N/A	10/31/2003	10/31/2003
Test DTL 181	4	N/A	6/22/2003	6/22/2003
Testing	22	N/A	10/1/2003	10/1/2003
testing auto certificate function	80	N/A	11/9/2002	11/13/2002

\*Points will not be awarded until event evaluation is completed.

Questions? Problems? Suggestions? Please email us now.

Don't forget to read the instructions for this page!



These are the CL Training History page instructions. It tells you what is available on this page.

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### Continuous Learning Training History

Your continuous learning training history is provided below. Please review it carefully to make sure that you have received credit for all of your completed events. The "Status/Request CL Points" option from the student menu may be used to add continuous learning events that are not included in this listing.

A listing of your upcoming continuous learning events is also provided for your convenience. Have you misplaced your continuous learning event completion certificate? If you registered for the event via this website, you may print a duplicate completion certificate from this screen. Events that have a certificate available are listed under "CL Events Completed for the Current Two Year Period" with the event name underlined.

Just click on the event name to have an email sent to you with the certificate attached. If you have earned your 80 continuous learning points for the current two year period, a link will be provided that will allow you to print a duplicate Continuous Learning Certificate of Achievement from this screen. Simply click on the link provided. [Hide Instructions.](#)

#### Continuous Learning Training History for BODEN, CHRISTINA W

**Current Continuous Learning Two Year Period Ends:** 10/1/2004  
**Total Points Earned for Current Two Year Period:** 174.0  
**Points Still Needed to Meet 80 Point Requirement:** 0.0  
**Total Points Pending Completion of Evaluation(s):** 0.0  
**Total Points Requested Pending Supervisor Approval:** 4.0

[Click here to receive a copy of your most current Continuous Learning Certificate via email](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#)

#### CL Events Scheduled for the Current Two Year Period

Event Name	Status	Points	Start Date	End Date
Alternative Dispute Resolution	Reservation	16	3/30/2004 8:00:00 AM	3/31/2004 4:00:00 PM

#### CL Events Completed for the Current Two Year Period

⚡ This is your baseline end date. It tells you the 2 year time frame you have to earn your 80 Continuous Learning Points.

This page also has links to click for certificates and transcripts. When you click the link, your certificate or transcript will be emailed to you.

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**Continuous Learning Training History for:** Reese, Christina K

**Current Continuous Learning Certification Period Ends:** ⚡ 10/1/04

**Total Points Earned for Current Certification Period:** 84.0

**Points Still Needed to Meet 80 Point Requirement:** 0.0

**Total Points Pending Completion of Evaluation(s):** 0.0

**Total Points Requested Pending Supervisor Approval:** { 16.0 }

[Click here to receive a copy of your most current Continuous Learning Certificate via email](#)

[Click here to have a transcript of CL Events completed sent to you via email.](#) ↗

**CL Events Scheduled for the Current Certification Period**

Event Name	Status	Points	Start Date	End Date
FY03 Acq Training Representatives Conference	Reservation	24	3/25/03 7:30:00 AM	3/27/03 4:00:00 PM

**CL Events Completed for the Current Certification Period**

Event Name	Points	Eval. Completed	Start Date	End Date
certificate automatically sent?	80	N/A	10/7/02	10/10/02
testing half points	4	N/A	10/30/02	10/30/02

\*Points will not be awarded until event evaluation is completed.

Internet

# Facility Security

This link contains information and procedures for locations that have security requirements. Use this link to obtain information about any security procedures you will need to follow on or prior to your course start date.

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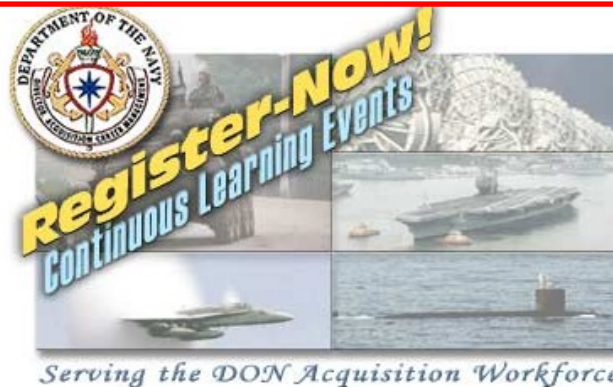
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## ***Breaking News!!***

### **Facility Security**

Based on recent security changes throughout the country, several of our activity hosts have notified the DACM office that certain procedures must be carried out before a student or an instructor can come on their base. Therefore, if you plan on attending a Continuous Learning activity or course at a location other than your own, *please click on the name of the location below to find out their specific security requirements.*

We will continue to add to this list as information is brought to our attention. To add your facility security information here, please contact the Continuous Learning registrar's office at [clhelp@jhtpax.com](mailto:clhelp@jhtpax.com).

#### **CONNECTICUT**

Groton, CT - SUPSHIP

#### **FLORIDA**

Jacksonville, FL - Naval Air Depot

#### **PENNSYLVANIA**

Mechanicsburg, PA - NAVICP

Philadelphia, PA - NSA Compound

#### **MAINE**

Bath, MA - SUPSHIP

#### **MISSISSIPPI**

Pascagoula, MS - SUPSHIP

#### **SOUTH CAROLINA**

Charleston, SC - SPAWARSYSCEN

#### **VIRGINIA**

Newport News, VA - SUPSHIP

Virginia Beach, VA - CDFA Dam Neck

#### **WASHINGTON, D.C.**

If you have information you would like to add to this page, or if your security information has changed, please submit your Security requests to [clhelp@jhtpax.com](mailto:clhelp@jhtpax.com).



# Frequently Asked Questions (FAQs)

This link contains some of the most frequently asked questions regarding Continuous Learning. Click here to learn more about the program!

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*Serving the DON Acquisition Workforce*

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This is the FAQ page. Click on any of the questions listed on this screen to see the corresponding answer.

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Frequently Asked Questions

Click on any of the questions listed below to see the corresponding answer.

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- [I lost my certificate, how do I get another one?](#)
- [Register-Now says I am not certified to the level required by my position, but I am. How do I fix this?](#)
- [Register-Now says I am not in the AWWF, but I am. How do I fix this?](#)
- [Who Do I Contact If I Have General Questions About The CL Program?](#)
- [Why did my points "disappear" from my training history?](#)
- [Why didn't \\_\\_\\_\\_\\_ class get added automatically to my Training History?](#)
- [Why does my log on screen keep reverting back to a blank log on screen?](#)

Answers

1. How do I remove students that no longer work for our Command?

The CL Registrar does not have authority to remove students from Register-Now. That is something that is initiated by your Activity when the person leaves the position. Once the change is reflected in DCPDS, the change will be initiated in Register-Now.

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2. I lost my certificate, how do I get another one?

You can send yourself a certificate at any time by logging on to Register-Now and clicking the Review Training History/Certificates button. If your email address has changed, please update your profile information first and then from the training history/certificates page you can click the link that will email your certificate.

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# Register-Now Demo

You are currently viewing this Demo. ☺

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<b>Help</b> <a href="#">Frequently Asked Questions</a> <a href="#">Register Now! Demo</a> <a href="#">Contact CL Help Desk</a> <a href="#">Find Your Training Rep</a> <a href="#">DoD Point Guidelines</a> <a href="#">CL Policy Documents</a>	<p>Continuous Learning events and dates are being added on a weekly basis. Please check back often.</p>	
<b>Links</b> <a href="#">Register-Now! for DAU Training</a> <a href="#">Register-Now! for Acquisition Workforce Tuition Assistance</a> <a href="#">Register-Now! for Career Field Certification</a> <a href="#">Privacy and Security Notice</a> <a href="#">DoD Warning &amp; Usage Statement</a>	<p><b>The DON Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.</b> Register-Now for Continuous Learning may be used to request registration for ASN (RD&amp;A) (DACM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.</p> <p><b>Who may use the Continuous Learning Management System?</b> Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.</p> <p><b>Please note that travel and per diem costs associated with continuous learning events are not centrally funded.</b> Travel and per diem expenses must be funded by your local Command.</p>	
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Contact CL Help Desk



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# Register-Now!

## Continuous Learning Events

*Serving the DON Acquisition Workforce*

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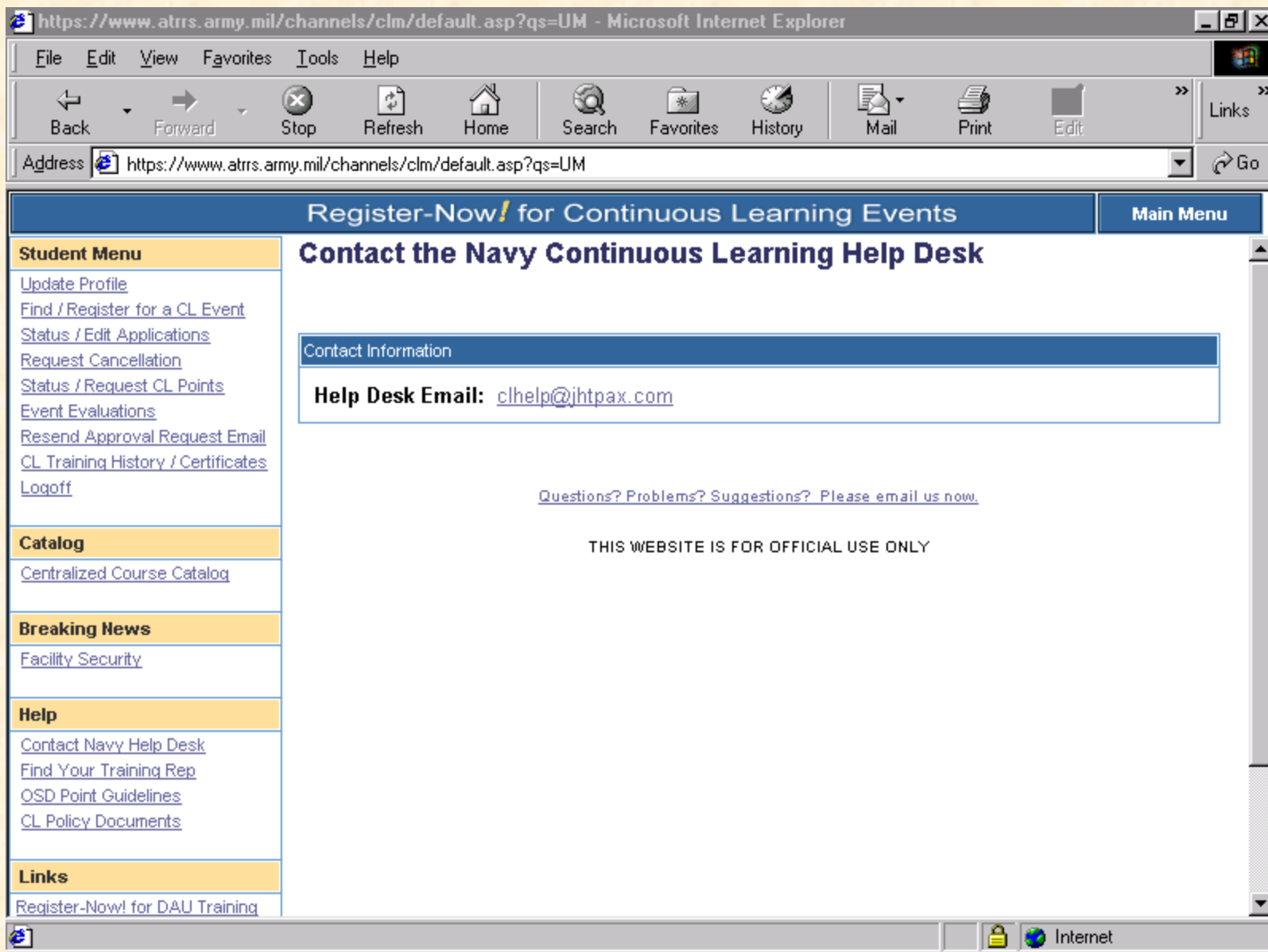
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For Technical assistance, contact the CL Help Desk.  
(clhelp@jhtpax.com)



Find Your Training Rep

Register-Now! for Continuous Learning Events - Microsoft Internet Explorer

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## Register-Now! for Continuous Learning Events

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Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis. Please check back often.

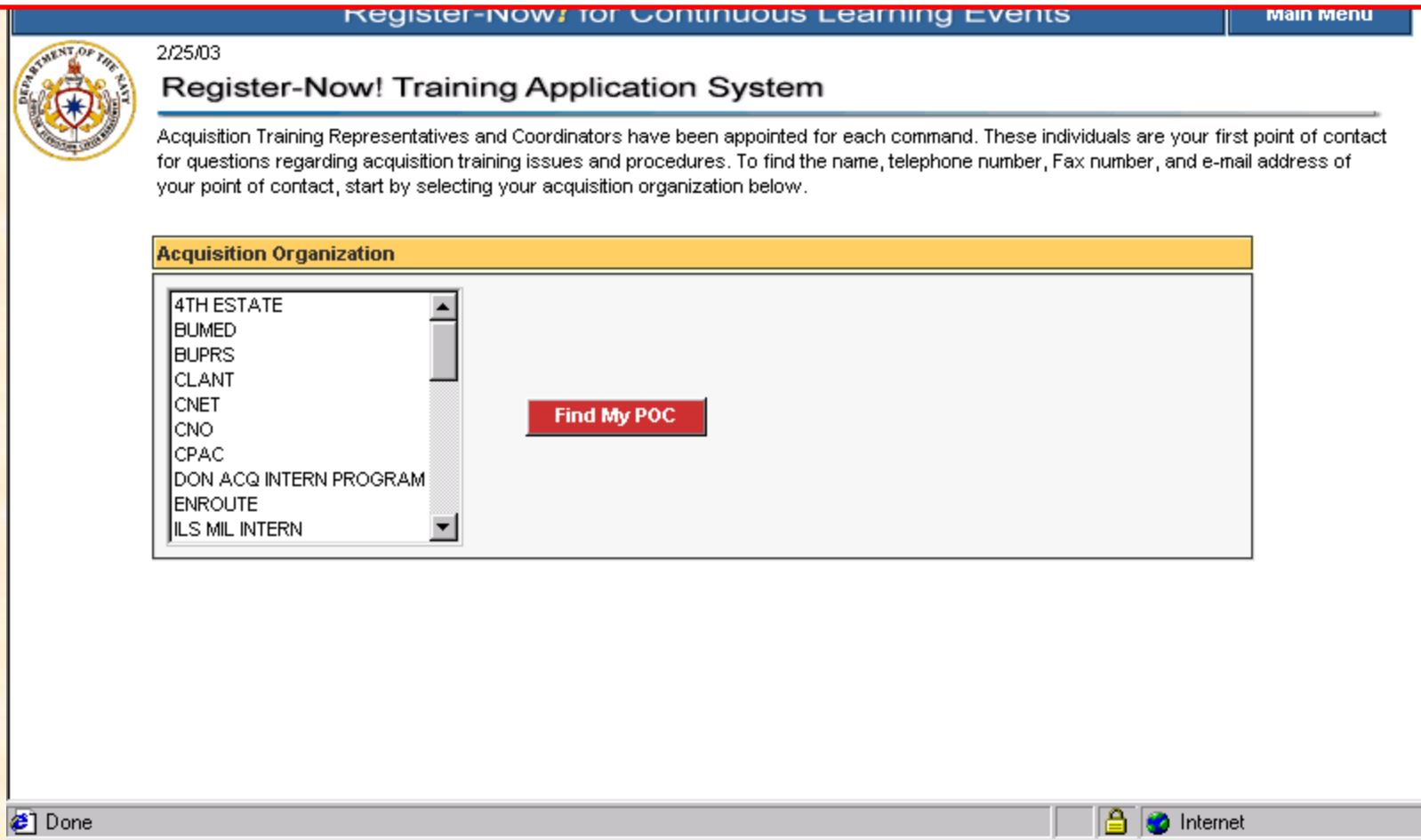
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Select the appropriate Acquisition Organization and then click “Find My POC.”

***Note: You must be logged onto Register-Now to view this contact information.***



The screenshot shows a web browser window displaying the "Register-Now! Training Application System" interface. The browser's address bar shows "Register-Now! for Continuous Learning Events" and the "Main Menu" link is visible in the top right. The page header includes the date "2/25/03" and the Department of the Navy seal on the left. The main heading is "Register-Now! Training Application System". Below this, a paragraph states: "Acquisition Training Representatives and Coordinators have been appointed for each command. These individuals are your first point of contact for questions regarding acquisition training issues and procedures. To find the name, telephone number, Fax number, and e-mail address of your point of contact, start by selecting your acquisition organization below." The central part of the page features a section titled "Acquisition Organization" with a list box containing the following options: 4TH ESTATE, BUMED, BUPRS, CLANT, CNET, CNO, CPAC, DON ACQ INTERN PROGRAM, ENROUTE, and ILS MIL INTERN. To the right of the list box is a red button labeled "Find My POC". The browser's status bar at the bottom shows "Done" and "Internet" icons.

2/25/03

Register-Now! Training Application System

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**Acquisition Organization**

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- DON ACQ INTERN PROGRAM
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- ILS MIL INTERN


**Find My POC**

Done Internet

# DoD Point Guidelines



This link contains the DoD Guidelines for Crediting CL Activities. You can use this document to get an estimate of point values for certain events.

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## DoD Guidelines for Crediting Continuous Learning Activities

Ref: USD (AT&L) Policy on Continuous Learning of September 13, 2002

CREDITABLE ACTIVITIES	POINT CREDIT
<b>Academic Courses</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
<b>Training Courses/Modules</b>	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
*Awareness Briefing/Training - no testing/assessment associated	.5 point per hour of instruction
*Continuous Learning Modules - testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Professional Activities</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour: maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour: maximum of 20 points per year
Workshop Participation	1 point per hour: maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour: maximum of 4 points per day and 20 points per year
Publications	10 to 40 points
<b>Experience</b>	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training with Industry	Maximum of 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
<b>Assignment Length (Rotational Assignments or Training with Industry)</b>	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

# CL Policy Documents

Click this link to view the policies regarding Continuous Learning.

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Below are the CL Policies to date.

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<b>Help</b> <a href="#">Frequently Asked Questions</a> <a href="#">Register Now! Demo</a> <a href="#">Contact CL Help Desk</a> <a href="#">Find Your Training Rep</a> <a href="#">DoD Point Guidelines</a> <a href="#">CL Policy Documents</a>		
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<b>Restricted Access</b> <a href="#">Data on Demand</a>		



# Other Helpful Links



Use this link to log onto Register-Now for DAU.

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# Use this link to log onto Register-Now for Career Field Certification.

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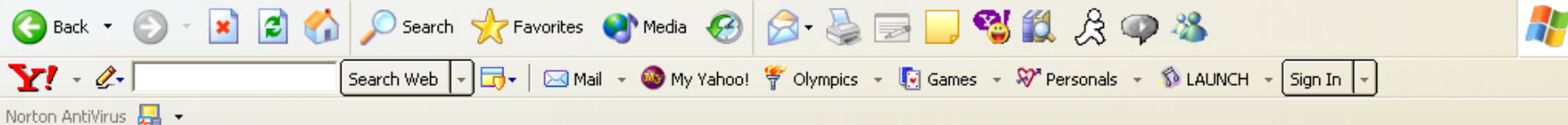
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7. [Privacy Act Statement](#)

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Data on Demand is a Restricted Access site. This link is intended for designated training reps and contains Workforce CL data, rosters, application data etc.

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**The DON Director, Acquisition Career Management is pleased to sponsor this module of Register-Now.** Register-Now for Continuous Learning may be used to request registration for ASN (RD&A) (DACM) sponsored continuous learning events, track the continuous learning points you've earned, provide feedback on the events you've attended and, once you've met your requirement, print your official Continuous Learning Certificate of Achievement.

**Who may use the Continuous Learning Management System?** Effective September 13, 2002 all DON acquisition workforce members, whether certified or not, have a requirement to earn 80 Continuous Learning Points (CLPs) every two years. Top priority is given to those acquisition workforce members who are certified to the level required by their position and have not met their 80 point requirement. Secondary priority is given to the remaining acquisition workforce members. Other DON employees who are in the workforce can still apply for training but these individuals will only become registered for events on a space available basis.

**Please note that travel and per diem costs associated with continuous learning events are not centrally funded.** Travel and per diem expenses must be funded by your local Command.

Register-Now! for Continuous Learning Events - Microsoft Internet Explorer

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Norton AntiVirus

## Register-Now! for Continuous Learning Events

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### Breaking News

- [Facility Security](#)

### Help

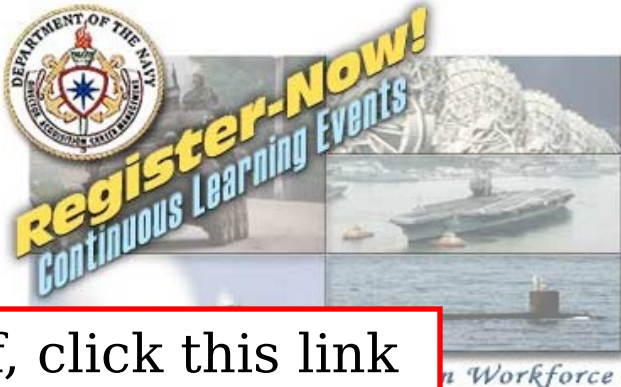
- [Frequently Asked Questions](#)
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### Links

- [Register-Now! for DAU Training](#)
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- [Register-Now! for Career Field Certification](#)
- [Privacy and Security Notice](#)
- [DoD Warning & Usage Statement](#)

### Restricted Access

- [Data on Demand](#)



**To logoff, click this link**

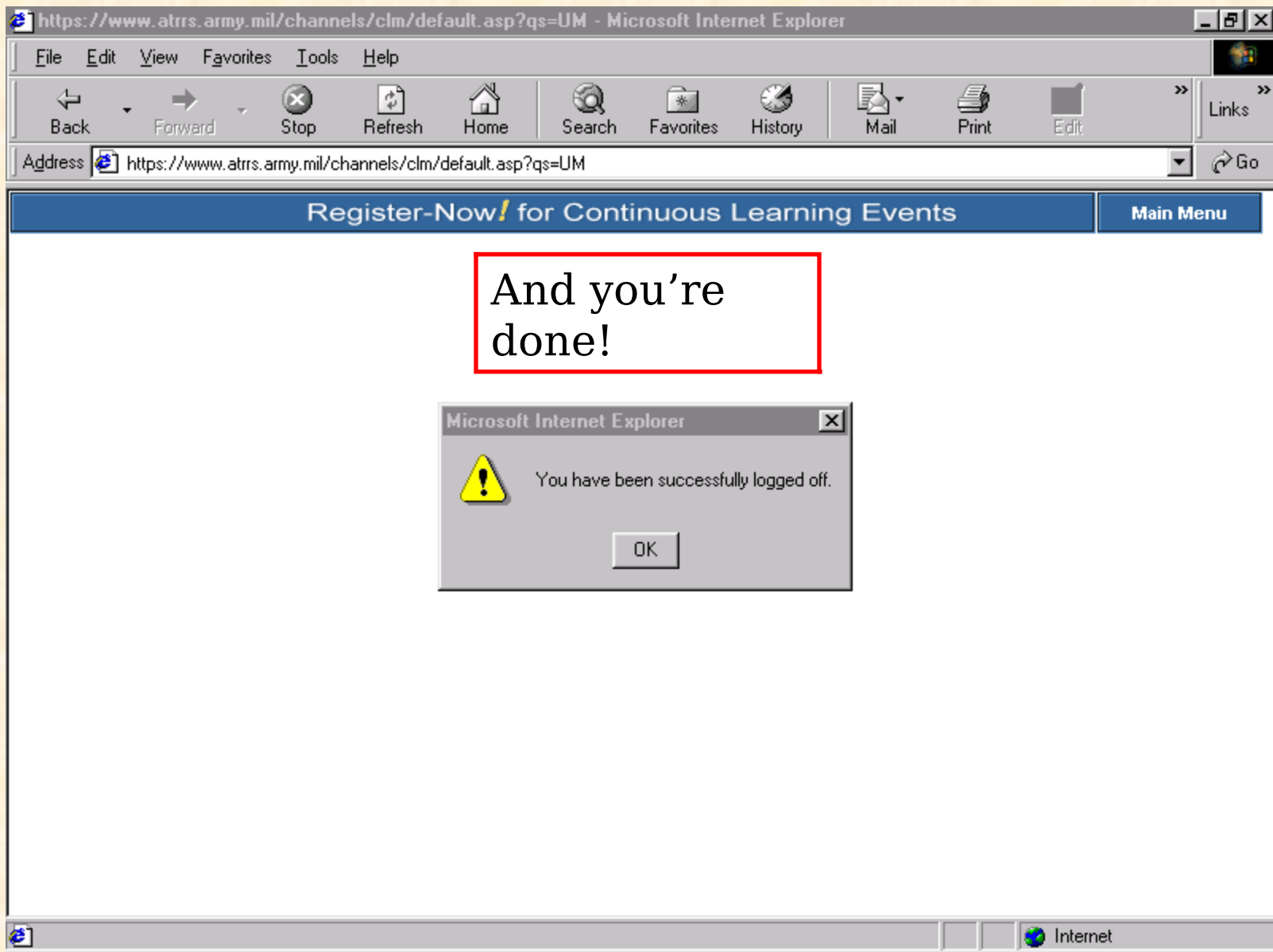
Please make a selection from the menu on the left

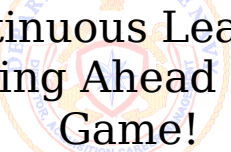
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Continuous Learning  
Staying Ahead of the  
Game!

Thank you for viewing this  
Demonstration.